

PARENT HANDBOOK



WHAT TO EXPECT

Welcome to the Hawaii National Guard Youth Challenge Academy. The purpose of the Youth Challenge Academy is to encourage and guide young men and women to make necessary changes in their lives and to accept the responsibility of preparing for their future. As the title suggests, the Youth “ChalleNGe” Academy will indeed challenge your young adult to grow emotionally and physically. As the Cadets progress through the Academy, you will notice subtle changes in their self-esteem and confidence level. We ask for your support as your young adult goes through these changes. This pamphlet will answer some questions or concerns you may have regarding your child. You are encouraged to call the Commandant or Program Coordinator with any additional questions.

ACCLIMATION PHASE

The Acclimation Phase takes place during the first two weeks of the Residential Phase. Please keep in mind that different rules apply during the Acclimation Phase than those which exist during Residential Phase.

The first two weeks are very difficult and teamwork is encouraged throughout. All Candidates are evaluated three times each day by each of the three shifts. Candidates are evaluated on their ability to handle stress, follow procedures, seek improvement, follow instructions and adapt to the regimentation of the Academy. All Candidates are closely monitored throughout the first two weeks of training and Candidates that consistently exhibit negative behavior will be subject to dismissal. On Thursday of the second week of the Acclimation phase, all Candidates' folders will be thoroughly evaluated by the Commandant. Candidates that have more than sixty (60) percent negative assessments will be subject to counseling and may be recommended to the Director for dismissal. All Candidates who wish to Self Initiate Elimination (SIE) or Drop on Request (DOR) will first see their Cadre Squad Leader, followed by the Shift Supervisor, and then the Commandant. The Commandant will interview the Candidates, and if the Candidate still desires to SIE, the Commandant will refer the Candidate to the Counseling Department for further action.

During the Acclimation phase, the duty day consists of sixteen (16) hours of programmed activity and eight (8) hours of sleep. A lack of idle time helps prevent unacceptable behavior. Physical activity, regimented activities, strict supervision, discipline, team work, and military drill and ceremonies are continuously emphasized during this period of training. Time management is of the essence. Candidates will be required to participate in all physical training and close order drill sessions.

Each platoon is housed in a wing type / quad dorms. Expectations of discipline and military courtesy continue throughout the Candidates' stay here at the Academy. Clear rules and regulations leave no discretion as to what is expected of each Candidate. This concept supports a secure environment while promoting a fair and consistent disciplinary structure. During the Acclimation Phase, all Candidate issues will be directed to the Commandant and the Deputy Director. During this period, Candidates can be dismissed for going AWOL (Absent-Without-Leave) by leaving the area without permission, fighting, insubordination, and disrespect. Each case will be handled individually and determinations will be made based on the history of each individual involved. A Candidate that shows continuous negative

ACCLIMATION PHASE (cont.)

behavior will be subject to dismissal with a higher likelihood than first-time offenders, depending upon the gravity of the offense being investigated. When dealing with disruptive Candidates it may be necessary that we not inform the Candidate of dismissal until the Parent/Guardian arrives at the Academy.

NOTE: Applicants are considered “Candidates” until completion of the Acclimation phase and are only elevated to “Cadet” status upon their graduation from this phase of training.

HOURS OF OPERATION

The administrative and academic hours of operation are from 7:45 am to 4:30 pm, Monday through Friday. Cadre staff members are present 24 hours a day, 7 days a week during an active cycle.

DROP OFF OF PERSONAL ITEMS

Parents/Guardians may drop off personal items the Cadets may need (i.e., writing materials to include stamps, hygiene products, shoes, etc.) at the CQ/Visitors Check-In Area only. The hours to drop off items will be from 7:45 am to 4:30 pm, Monday through Friday. Entrance will be through Gate 4, follow the signs to CQ/Visitor Check-In Area.

Note: Hand carried mail is not accepted. Mail must go through the Post Office.

MAILING ADDRESS

All mail for Cadets should be addressed as follows:

Cadet's Name

Plt # ____, Class ____

Hawaii National Guard Youth Challenge Academy

P.O. Box 75348

Kapolei, HI 96707-0348

PROGRAM COMPLETION REQUIREMENTS

Just being present for 22 weeks is not enough to successfully complete the Hawaii National Guard Youth Challenge Academy. The Academy is based on National Guard Eight Core Components, which comprise the curriculum. Cadets must successfully meet the Academy standards on **ALL** eight of the core components to receive a graduation certificate.

The Eight Core Components are as follows:

1. **Academic Excellence:** This is evidenced by obtaining a High School Diploma, via the CBASE Adult Education program through Waipahu Community School for Adults. Cadets must also demonstrate the pursuit of higher post-secondary education, remedial basic education, computer awareness and literacy.

Academy Measurement:

- **The Pre-TABE (The Adult Basic Education) Exam**
- **Attendance and participation in 85% of all academic classes**
- **The Post- TABE with a total score greater than the Pre-TABE.**Eight Core Components (cont.)

2. **Physical Fitness:** This is evidenced by incremental improvement in physical fitness to include endurance, stamina, strength and proportional weight.

Academy Measurement:

- **Attendance and participate in 90% of all physical fitness activity**
- **A diagnostic mid term, and final Presidential Physical Fitness Test**
- **Demonstrated improvement on each subsequent physical fitness test**
- **Pass a written Physical Fitness Exam given to demonstrate knowledge of fitness concepts with a score of 80%**

3. **Responsible Citizenship:** This component helps each Cadet develop a better understanding of the forces that work to make a community strong and supportive of its members, as well as the forces that work to disintegrate a community. Cultural awareness, violence prevention, promoting justice and the honor code are discussed in this area.

Academy Measurements:

- **Complete the political science unit of the Social Studies textbook successfully**
- **Pass Citizenship examinations with a minimum score of 80%**
- **All 18 year-olds must register to vote**
- **All 18 year-old males must register with Selective Service.**

Eight Core Components (cont.)

- 4. Health and Hygiene:** In this Core Component, it is important that each Cadet understand the positive correlation between good health and hygiene habits and life-long mental, physical and emotional well-being. Smoking cessation, nutrition and sexual responsibility classes are just a few of the topics covered in this area.

Academy Measurements:

- **Display knowledge of the four basic food groups**
 - **Demonstrate knowledge of the relationship between good mental, physical, and emotional health and a clean body**
 - **Display an understanding of the responsibilities in matters concerning sex and sexuality, substance abuse and sexually transmitted diseases**
 - **Pass Health & Hygiene examinations with a minimum score of 80%**
- Core Component Break Down**

- 5. Leadership/Followership:** This is evidenced by understanding group dynamics and the importance of roles within groups. Emphasis is on practical applications of multiple leadership/followership activities, understanding the ethical and moral dimensions of leadership, and understanding the responsibilities of leadership and followership.

Academy Measurement:

- **Successfully serve as a student leader**
- **Consistently show motivation to act as a member of a team**
- **Participate in 90% of all adventure training**
- **Pass Leadership/Followership examinations with a minimum score of 80%**

- 6. Service to Community:** This is evidenced participation in community self-help projects, and activities that benefit the community as a whole. Cadets must also participate in community organizations that enhance of the community at large.

Academy Measurement:

- **Complete a minimum of 100 hours of community service**
- **Completed a project/activity After Action Report (AAR).**
- **Pass Service to Community examinations with a minimum score of 80%**

- 7. Life Coping Skills:** Each Cadet begins to explore their values structure and comes to a better understanding of their attitudes, needs and desires, which motivate them as individuals, citizens and members of the Academy. Included in this area are classes and workshops on substance abuse, anger & stress management, gender stereotyping, team building skills, parenting and budgeting.

Academy Measurement:

- **85% attendance and participation in all Life Coping Skills classes**
- **Complete a signed Post Residential Action Plan (PRAP)**
- **Pass Life Coping Skills examinations with a minimum score of 80%**

Eight Core Components (cont.)

- 8. Job/Career Skills:** Each Cadet will learn important job skills to include: creating resumes, applications, conducting job searches, learning basic computer skills, completing a job assessment and demonstrate an understanding of ethics in the workplace. They will also attend a career fair hosted by the YCA. The goal of this Core Component is to prepare graduates to both prepare cadets for job readiness in today's marketplace.

Academy Measurement:

- **85% attendance and participation in all Job/Career Skills classes**
- **Complete a job application and return that application to the employer**
- **Attend a job/career fair, take the Armed Services Vocational Aptitude Battery (ASVAB) exam, and complete one (1) job interview**
- **Pass Job/Career Skills examinations with a minimum score of 80%**

CADET FUNDS

Parents are not required to pay tuition for the program. The program is free to those accepted. The Academy will not be responsible for "holding money", cashing personal checks, or advancing money to any Cadet. Training on money management will be conducted during the course of the program. However, for this training to be implemented in a realistic way, we ask that families **DO NOT SEND MONEY TO YOUR CHILD**. Past experience has shown that this practice only causes problems among the Cadets and promotes an unhealthy environment.**9. WHAT NOT TO BRING OR SEND:** Please do not allow your child to bring, and do not send to them, the following forbidden items as they will be confiscated!

- TV's, radios, clock radios, walkman, stereo system, video games, cell phones, beepers, pagers or watches
- Playing cards, dice, or other games that could be used for gambling purpose
- Jewelry, with the exception of wedding bands, or a small religious pendant that may be worn under the uniform
- Excessive civilian clothing will be collected and sent home with the parent or guardian. (Refer to Inventory List for excessive Clothing)
- No posters or other items to hang on walls. Cadets may bring up to 4 personal photos, not to exceed 5x7 inches. No pictures of sexual, degrading, or tasteless nature will be tolerated. Photos depicting apparent illegal activities or those that would bring a discredit to the Academy are not allowed
- Food or drinks
- Weapons, drugs, alcohol, pornography, or gang colors
- No personal vehicles
- Hair clippers

CONTRABAND

If any Cadet is found to have any of the following items on their person, it can be considered grounds for **immediate dismissal and/or prosecution**.

- Tobacco products, to include lighters
- Firearms, air-rifle guns, pellet guns, knives, slingshots, bows, pyrotechnics, improvised or homemade weapons
- Anything that would normally be considered to be a weapon
- Literature or pictures that is sexually explicit
- Any material that the Director or Commandant deems as negative to a Cadet's progress
- Literature or pictures that promote devil or cult worship
- Any drugs or drug related paraphernalia. **All medication** must be cleared with health care personnel
- Any type of alcoholic beverages

PERSONAL APPEARANCE

- Males: Cadets/ Candidates will receive a Buzz Hair cut. All males will be required to shave daily. Moustaches, goatees and sideburns are prohibited.
- Females: Hair will not fall over the eyebrows, nor will it fall below the bottom edge of the collar. Hair longer than this must be pinned up. Hair will not exceed 3 inches in bulk and cannot interfere with the proper wear of the headgear. No braids or weaves of any kind! Hair must be of natural color. Hair will be neatly groomed. Extreme or fad hairstyles are not allowed. Excessive amounts of any styling aids are not permitted. Fingernail polish is prohibited.
- Both: Fingernails are to be trimmed and will not extend beyond the end of the finger. Earrings are not allowed with any uniform wear while at the Academy.

HEALTH CARE

Non-emergency care:

- If possible, minor health care issues will be conducted by YCA medical staff personnel at the YCA Medical Aid Station. Should it be deemed necessary by the YCA medical staff to seek outside care, transportation to and from off campus health care providers must be provided or arranged by the parent/guardian.

Emergency care:

- 911 will be notified and Cadets will be transported to the nearest available medical facility as deemed appropriate by responded medical personnel. Parent/guardians will be responsible for any charges incurred as a result of any emergency medical situation. Cadets should have a copy of their medical insurance card on file and this card will be shown to the hospital staff to assist in payment. Any additional charges incurred (co-pays, etc.) will be the responsibility of the parent/guardian and not the staff member who accompanies the Cadet to the hospital.
- Cadets whose health prevents their satisfactory completion of the Academy or who miss excessive amounts of training through hospitalization, medical appointments or limitations directed by the medical doctor, may be dismissed from the Academy.
- Parents/guardians will be notified as soon as possible when Cadets are transported to a local hospital for care. For this reason, it is ESSENTIAL that the YCA admission's office have current home, work and cell phone numbers of parents/guardians on file!

Sick Call:

- Cadets who are sick or have minor illnesses or injuries will report their symptoms to the Cadre. The Cadres will up-channel this information to the Medical section and the Cadet will be seen as soon as possible. Cadets will be evaluated for their condition and treated accordingly. A profile "sick slip" will be issued to the Cadet outlining these limitations.
- Cadets are responsible to carry this "sick slip" with them at all times until the expiration of the limitations.**12. HEALTH CARE (cont.):**

Medical Appointments:

- Routine medical, dental, orthodontic, gynecology, optical, dermatology or any other appointments will be addressed on a case by case basis.
- ALL routine medical appointments must be annotated and the necessary arrangements made prior to the Cadet's start date at the Academy.
- Routine follow-up appointments for pre-existing conditions should be scheduled during the scheduled passes.
- In the event a condition arises after the Cadet has started the academic phase of the academy, the YCA Medical Staff will work with the parents/guardians to schedule an appointment on a NON-ACADEMIC day. The Parents/Guardians are responsible for transportation of their Cadet to and from the appointment.
 - Any and all costs incurred are the sole responsibility of the parents/guardians.
- Cadets are required to be taken to and from their appointment destination with NO deviation. The Academy is responsible for the meals of the Cadet. Any deviation from this standard must first be approved by the YCA senior staff.

HEALTH CARE (cont.)

- **If you as a parent/guardian feel there is a REAL need for your cadet to be seen by a medical provider, the circumstances (reason for appointment), provider information, plus date and time must be submitted to the YCA senior staff along with the release request at least five (5) working days prior to the appointment date.**

Perscriptions & Over-the-counter Medications:

- Cadets are authorized to bring any prescription and/or any Over-The-Counter (OTC) medication as deemed necessary by their physician. All prescribed and/or OTC medications, require physician completion of Physician's Authorization for Prescription Medication/Over the Counter Medication form. All medications, both prescribed and OTC must be turned in to the medical section during pick-up processing or immediately upon your cadet's return from medical appointments. Medications cannot be dispensed until this form is on file in the medical section.
- It is the Cadet's responsibility to take all medications as prescribed by their physician. Refusal to take prescribed medications can result in dismissal from the Academy. Medication administration is monitored by the Medical section on a routine basis for compliance with physician's instructions and directions.
- Filling of medication prescriptions is the responsibility of the Parents/Guardians. In the event a Cadet is taken to the hospital and a prescription is written by the attending physician, every effort will be made by the Cadre and Medical staff to have this prescription filled at a local pharmacy, however, any co-pay requirement is the sole responsibility of the Parents/Guardians. In the event a prescription cannot be filled by the Cadre or Medical staff due to co-pays or liability issues, it remains the responsibility of the Parents/Guardians to fill this prescription for the Cadet.
- Re-filling medication prescriptions is the responsibility of the Parents/Guardians. It is understood that Cadets will only bring medications to the academy as deemed necessary by their physician. It is also understood that most pharmacies will only issue 30 days worth of medications at one time resulting in the need for re-filling of prescriptions on a regular basis. It is the responsibility of the Cadet to inform the Medical staff when they are running low on medications (5 to 7 doses left), the Medical staff will in-turn inform the Parents/Guardians who will contact the pharmacy and have the medications over-night-mailed to the academy or the parent/guardian can drop the medications off during normal business hours. Periods of no medication for the Cadet can have an adverse impact on the Cadet's health and their ability to complete the academy program. Parents/Guardians must make every effort to ensure re-filling of prescription medications is a priority.

RELIGIOUS SERVICES

Non-denominational religious services will be accessible for those Cadets who are interested.

VISITATION/LEAVE/PASS

- Visitation is on a scheduled basis only or as a last resort emergency and will be directed to the Director, Deputy Director or Program Coordinator. **All visitors must check at the CQ/Visitors Check-In Area with the CQ on duty.**
- Pass is when all Cadets will have the opportunity to go home. Transportation to and from the Academy during pass is the responsibility of the Parent/Guardian. If a Cadet is granted a Special Pass, the same transportation rules apply
- Cadets may travel with or visit another Cadet's family, however, written permission must be obtained from both families prior to approval. In the event of family emergencies, please refer to the section entitled, "Family Emergencies" (See paragraph #21) for proper procedures.

PARENT/GUARDIAN INVOLVEMENT

Parents/Guardians and relatives are strongly encouraged to attend all Parent Workshop sessions at the Academy. This is very important to Cadet and the Parent/Guardian understanding as to the Academy's goals in help your child to make better choices. If the Parents/Guardians are unable to attend, we strongly suggest that other family members make arrangements to attend. Parents/Guardians will meet the staff to discuss their Cadet's progress. At no time will visitors be allowed to enter the billeting areas without a staff member escort.

Note: Parent Workshops are scheduled the third (3rd) Thursday of each month to begin at 6:30pm, (sign in at 6:00)

THE CADETS FIRST PASS / VISIT HOME

Cadets Parents/Guardians will sign out the Cadet who will be permitted to leave the Academy Campus Grounds for a specified amount of time. We expect the Cadet and family to comply with strict curfew regulations (i.e. be in your house by 9pm). **No one other than a Parents/Guardians may sign-in or sign-out a Cadet at the Academy.** Any and all other arrangements must be pre-authorized. Cadets are also not permitted to ride in any staff personal vehicle, due to liability reasons. Because of the amount of time the Cadets have been in the program and separated from their families and friends, you may begin to notice changes in your young adult. Please bear in mind that your young adult may be experiencing the beginning of independence from family for the first time. Although the Academy's focus is to help the individual obtain his or her High School Equivalency Diploma (C-BASE), we also strive to create an environment of respect, tolerance, independence, self-confidence, and consistent discipline. To be successful in our mutual goals, the Parents/Guardians must be willing to uphold the goals and policies of the Academy during the Cadet's Pass/visit home.

THE CADETS FIRST PASS / VISIT HOME (cont.)

The staff at the Academy also encourages the Parents/Guardians to be aware that there may be times when your child is ready to quit the program. The Youth Challenge Academy is a serious, long-term commitment that requires the support and involvement of the entire family. Remember the primary reason your child is enrolled at the Academy is because they dropped out of school, with or without your consent. Although this is a voluntary program, permission must be obtained from the Parents/Guardians for the Cadet to voluntarily be dismissed from the Academy. Parents/Guardians should continue to encourage the Cadet to complete the program.

CADET TELEPHONE USAGE

- **There will be no telephone privileges until the end of the Acclimation phase.** After that, Cadets will be allowed to use the phones on some weekends with the permission of the shift supervisors and as schedules allow.
- Cadets will be allowed to call home collect, with parental permission, or may use a calling card. The Academy will not pay for long distance calls.
- Parents are not to call except for an emergency. Any calls from a parent, unless authorized by the YCA senior staff, will not be forwarded to the cadet.

FAMILY EMERGENCIES

- In case of a family emergency, which could be upsetting to your child, parents should call the Director's office (808) 685-7125, or the Cadre Shift Leader phone number (808) 754-3572 first.
- **Please do not inform your child of a tragic event via mail correspondence.**

Note: A Family Emergency consists of death and/or serious bodily injury of a parent, grand-parent, legal guardian or siblings only.

HOMESICKNESS

This is a normal problem. Academy staff members are trained on how to work with those who experience some anxiety of separation and loneliness. When departing from your child at in-processing and upon arrival at the Academy always maintain an optimistic and positive attitude. Good-byes should be as brief as possible, yet provide the Cadet with the knowledge the family cares about them. You can help by writing friendly and encouraging letters weekly. Family members should also write weekly. Mail call is the most anticipated time of the day and letters from friends or family will encourage and uplift the morale of your child. Mail call is every afternoon, Monday through Saturday.

DISMISSAL POLICY/PROCEDURE

Cadets may choose **Disenrollment on Request (DOR)** or may be dismissed for **Failure to Meet Academy Standards (FTMAS)**. Cadets who choose DOR will not be out-processed without parental consent. Cadets will only be out-processed between 7:45 am & 4:30 pm, Monday through Friday (excluding holidays), except when circumstance warrant immediate dismissal. Cadets and Parents/Guardians must turn-in all YCA property prior to departure and the Cadet/Parent/Guardian will be held financially responsible for any cadet caused damages to YCA property. Parents/Guardians will be notified of a dismissed Cadet as soon as possible and must make timely arrangements for transportation of the Cadet from YCA property.

NOTE: All transportation expenses for dismissed cadets, air travel or otherwise, are the sole responsibility of the parent or legal guardian. **The YCA will not pay for plane tickets home except during authorized scheduled pass and graduation!**

CONDUCT

A strict code of conduct will be used to enforce policy and discipline within the Academy. A spot report is used to document minor infractions and a counseling form is used to document serious incidents. Violation of this code will result in corrective actions. As the Hawaii National Guard Youth Challenge Academy is on a Military Installation, all violations of Federal and State Laws are subject to Federal Prosecution. The following offenses are considered major violations:

- Use of or possession of drugs or drug paraphernalia
- Use of or possession of alcoholic beverages.
- Use of or possession of any firearm, weapon, ammunition, or pyrotechnic.
- Permitting a Cadet of the opposite sex in one's barracks.
- Deliberate destruction, abuse, or misuse of any State and or Government property.
- Acts of or threats of aggressive or violent behavior.
- Theft of any kind.

DEPARTMENT RESPONSIBILITIES

- **Program Coordinator** is in charge of overseeing departmental and Academy operations and reporting directly to the Deputy Director of the YCA.
- **Admissions Department** is in charge managing the in-processing paperwork requirements (i.e. the 4140 form) for the current class and recruiting the Academy's follow-on class. Please DO NOT contact this department for any other matters
- **Cadre Department** is in charge of billet assignments, supervision, assignments and scheduling of Platoon Leaders, discipline, conduct, and the general welfare of the Cadets. The Commandant is the principle advisor concerning the Honor Code and any Military Protocol. Any questions regarding these areas are to be addressed to the Commandant.

DEPARTMENT RESPONSIBILITIES (cont.)

- **Academics** are responsible for all courses of C-BASE instruction, curriculum, tests, and progress reports. Classroom work will be evaluated. Regular school report cards will not be used, however, records will be maintained on each Cadet and progress reports will be issued. Cadets will be evaluated in a wide range of academic areas in order to assess their needs and develop an academic program that will provide them with the skills required to successfully complete the Academic Excellence core component. Any questions regarding these areas are to be addressed to the Lead Instructor.
- **Mentor Coordinators** are responsible for Mentor Training and Mentor Activities. They also originate the Post-Residential Action Plan (P-RAP).
- **Placement/Post Residential Coordinator** is responsible for Job Skills instructions and acquisition of all vocational/technical/educational referrals. Also responsible for monitoring graduates through out the Post Residential Phase.
- **Counselors** are responsible for Counseling on performance, Life Coping Skills Instruction and financial planning. Also responsible for ASVAB testing, Military Recruiter Presentation, College Campus Orientation and Applications.

IMPORTANT DATES TO REMEMBER

<u>Date/Time</u>	<u>Event</u>	<u>Venue</u>
19 Feb / 6:30 pm	Parent Training Workshop #1	Building 19
19 Mar / 6:30 pm	Parent Training Workshop #2	Building 19
22 Mar / 10:00 am	Family Day	Main Compound
3 Apr / 9:00 am	Home Pass	Building 19
6 Apr / 6:00 pm	Return from Pass	Building 1
16 Apr / 6:30 pm	Parent Training Workshop #3	Building 19
10 May / 9:00 am	Mother's Day visitation day release	Main Compound
10 May / 6:00 pm	Mother's Day visitation day RETURN	Main Compound
21 May / 6:30 pm	Parent Training Workshop #4	Building 19
18 Jun / 6:30 pm	Parent Training Workshop #5	Building 19
19 Jun / 6:00 pm	Graduation Ceremony	TBD

PARENTING: EIGHT WEAPONS IN THE WAR OF ANGER

1. **EXIT OR WAIT-** The two most important words to remember when you are angry. Exiting or calling a “time out” can give us a breather so that we’re not at the mercy of our “short madness”. Attacks that occur in the heat of anger are usually met with reactive anger.
2. **“I” NOT YOU-** When a child does something to make us angry, our automatic response may be to shout an accusation: Why are you behaving like a brat? The message we communicate is that the child is unacceptable instead of the action. “You” statements have the ability to wound. “I” statements make the point much more personal. When you are angry, it’s better to say, “I’m mad” not “You’re bad”.
3. **STAYS IN THE PRESENT-** Don’t use the incident as a springboard for predicting a negative future or dragging up ancient history. Say “I’m” disappointed in this report card, not your report cards are always bad, or “at this rate” you’ll never amount to anything”.
4. **AVOID PHYSICAL FORCE AND THREATS-** If spanking worked, we’d only have to do it once, and when you’ve won by asserting physical power as a big person over a small person, you’ve won nothing.
5. **BE SHORT AND TO THE POINT-** Be specific. It’s pointless to tell a five year old to clean up her room. If you expect results, you might wait forever. Children need specific instructions, although not too many.
6. **PUT IT IN WRITING-** A written message can be an effective and calming way to express your feelings in a manner others can understand. When you put your thoughts in writing, you also allow yourself a cooling down period; it’s another way of exiting and waiting.
7. **FOCUS ON THE ESSENTIAL-** In parent groups we talk a lot about making rules and fights that break out when these rules get broken or are ignored. Parents have to decide for themselves what is really important in their households.
8. **RESTORE GOOD FEELINGS-** Parents and children want and need good feelings to prevail, even when the battles become fierce. Time and distance heals many wounds, and a simple apology can diminish resentment and pave the way for reconciliation.

HAWAII NATIONAL GUARD YOUTH CHALLENGE ACADEMY **STAFF DIRECTORY**

<u>TITLE</u>	<u>NUMBER</u>
Director’s Office	(808) 685-7125
Deputy Director’s Office	(808) 685-7126
Admissions Coordinator	(808) 685-7139
Admission’s FAX	(808) 673-7538
Program Coordinator – Cell Phone	(808) 282-2870
Commandant	(808) 685-7146
CQ (8:30am – 4:30pm, Mon - Fri)	(808) 685-7148
24Hr Emergency Cadre Contact	(808) 754-3572



J.D. Williams, SgtMaj, USMC Ret
Director, HiANG, YCA